

WISCONSIN ELECTIONS COMMISSION

212 EAST WASHINGTON AVENUE, 3RD FLOOR
POST OFFICE BOX 7984
MADISON, WI 53707-7984
(608) 261-2028
ELECTIONS@WI.GOV
ELECTIONS.WI.GOV



COMMISSIONERS

BEVERLY R. GILL
JULIE M. GLANCEY
ANN S. JACOBS
STEVE KING
DON MILLIS

MARK L. THOMSEN, CHAIR

ADMINISTRATOR MICHAEL HAAS

DATE: March 6, 2017

TO: Wisconsin Municipal Clerks
City of Milwaukee Election Commission
Wisconsin County Clerks
Milwaukee County Election Commission

FROM: Michael Haas
Elections Commission Administrator
Wisconsin Elections Commission

Mai Choua Thao
WisVote Elections Specialist

SUBJECT: WisVote Checklist I for the 2017 Spring Election

WisVote Checklist I for the April 4, 2017 Spring Election is now available. The Checklist contains pre-election tasks.

Please review the document carefully and thoroughly. This checklist is the best source of information regarding WisVote related election cycle tasks and information. Checklist I includes information and guidance on the following pre-election tasks:

- Set up and/or review the Election Plan for this election
- Review contests that were automatically created by WisVote and adding Referenda contests
- Entering, approving and denying candidates
- Tracking absentee ballots
- Entering open and late period voter registrations
- Data quality checks
- Printing Poll Books